

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, OCTOBER 10, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, October 10, 2019, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, Commissioner Beverly Lewis, and Chairman Emeritus Henry Bonner, Jr.

Absent: Commissioner Joe Farr

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney.

Guests in attendance were: Sergeant Mickey Tucker, of Monroe Police Department, and Naomi Jackson, MHA Director of Section 8.

NOTICE OF SPECIAL MEETING

TO: Mr. Hal H. Hinchliffe, Chairman
Mr. Rick Miller, Vice-Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Ms. Beverly V. Lewis, Commissioner
Mr. James A. Rountree, Attorney
Mr. Steve North, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Regular Session at 2:00 P.M. on Thursday, October 10, 2019, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve minutes of previous meeting
2. Presentation of management and financial reports
3. Any other business that may come before the board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this October 3, 2019

Chairman Hal Hinchliffe called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Chairman Hinchliffe asked the board for any comments regarding the September meeting. There were none, and Commissioner Beverly Lewis introduced a motion to approve the minutes of the previous meeting. Vice-Chairman Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker to provide an update on crime statistics. Sgt. Tucker informed the Board that there have been some shootings on the south side of the city, adding that some of the occurrences had been random but others were retaliatory. He shared that Monroe PD has increased patrols and are enforcing the curfew, but so far it hasn't deterred crime in the area. Chairman Hinchliffe thanked Sgt. Tucker for the update, and he left the meeting.

Chairman Hinchliffe then called on Naomi Jackson to discuss SEMAP (Section Eight Management Assessment Program) Certification. Ms. Jackson informed the Board that Section 8 has a certification requirement every year.

She shared that their rating for the last fiscal year was 99% and explained some of the categories that were involved. She referred to the complete document that was included in the board packet.

Chairman Hinchliffe then introduced the first topic for discussion, a request for approval of the prior year SEMAP Certification. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3738

A RESOLUTION APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR THE FISCAL YEAR OF JULY 1, 2018 THROUGH JUNE 30, 2019.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that approval of the Section 8 Management Assessment Program (SEMAP) Certification for the fiscal year of July 1, 2018 through June 30, 2019 is hereby approved.

The above resolution was seconded by Commissioner Patricia Gix and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to address a request for permission to grant 2019 incentive pay to all eligible MHA employees for achievement of 2018 HUD High Performer status. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3739

A RESOLUTION GRANTING INCENTIVE PAY TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF HIGH PERFORMER STATUS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that, in celebration of MHA's 2018 designation as High Performer by the U.S. Department of Housing and Urban Development, 2019 incentive pay to all eligible MHA employees is hereby granted.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to use non-HUD funds to hold an employee appreciation luncheon. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3740

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO USE NON-HUD FUNDS TO RECOGNIZE THE HARD WORK AND ACCOMPLISHMENTS OF MHA STAFF AT AN EMPLOYEE APPRECIATION LUNCHEON TO BE HELD ON FRIDAY, NOVEMBER 8, 2019.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to use non-HUD funds to hold an employee appreciation luncheon on Friday, November 8, 2019, is hereby granted.

The above resolution was seconded by Commissioner Lewis and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to use non-HUD funds to host a holiday reception for community partners. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3741

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO USE NON-HUD FUNDS TO HOST A RECEPTION ON THURSDAY, DECEMBER 12, 2019, TO PROVIDE AN ANNUAL UPDATE AND EXPRESS APPRECIATION TO OUR COMMUNITY PARTNERS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to use non-HUD funds to host a reception on Thursday, December 12, 2019, is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to restate the plan specifications on the MHA retirement plan. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3742

RESOLUTION FOR RESTATING THE RETIREMENT PLAN.

WHEREAS, the Housing Authority of the City of Monroe (“Authority”) is a participating Employer in the Housing Agency Retirement Trust (“Plan”) for the benefit of its Employees; and

WHEREAS, the Authority has the right pursuant to Section 8.1 of the Plan to amend its Joinder Agreement and Plan Specifications as of the first day of any month; and

WHEREAS, effective October 1, 2019, the Authority desires to amend and restate its Joinder Agreement and Plan Specifications to allow Participants to elect to take in-service distributions at age 59 ½, provided that the minimum distribution is \$500 or more and to incorporate prior amendments.

NOW, THEREFORE, BE IT RESOLVED that the Authority’s Restated Joinder Agreement and Plan Specifications, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and adopted effective October 1, 2019.

BE IT FURTHER RESOLVED by the Board of Commissioners that the Executive Director of this Authority is hereby authorized to sign the Restated Joinder Agreement and Plan Specifications for and on behalf of the Authority, and to take any and all actions necessary or appropriate to carry into effect the resolutions herein approved.

The above resolution was seconded by Commissioner Gix and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then moved to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart went over the REAC scores received last month and reiterate that he expected to attain high performer status again this year. He reviewed the vacancy reports, remarking that public housing was 96% full and retirement communities were at 99%. Mr. Smart went over the rent roll analysis, stating that the numbers were consistent, then moved on to the employee report, commenting that it was the same as last month.

Mr. Smart informed the Board that monthly safety meetings for all maintenance employees started this month. He shared that he had attended Town Hall meetings at each of the properties, where residents were able to express any needs they had as well as recommend improvements they would like to see in their developments. As a result, a Resident Newsletter was created to circulate information among the properties and suggestion boxes were installed at each location. Mr. Smart mentioned that we are continually working on curb appeal. He brought up that Jobs Plus, the self-sufficiency program at Burg Jones Lane, was progressing nicely. Mr. Smart also informed the Board that we would be working with the Food Bank of NELA to get some free food for our residents and that the staff would be doing some volunteering at their facility. He added that our

property management offices would be closing for half a day on Wednesdays so the managers can catch up on paperwork.

Chairman Hinchliffe then asked Janet Wells to go over the construction report. Ms. Wells informed the Board that there was a shingle issue at the Johnson-Carver renovation that was being worked out. She said that they were making plans to weatherproof the upper floors of Frances Tower and that bids would be received for HVAC system upgrades at McKeen next week. Ms. Wells stated that construction was underway at Preservation Mills. She also discussed St. John Plaza, a tax credit property for residents aged 55 and older. She showed everyone the plans, and several people expressed their delight at the design.

Chairman Hinchliffe then asked Janet Sanderford to go over the financial reports. Ms. Sanderford stated that the financials were in line with previous periods, with the exception of Lock-Breece, which had a deficit in the operating fund due to covering for capital funds, which were expended prior to renovation project completion.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. Commissioner Lewis spoke up that she liked the newsletter and the use of suggestion boxes for resident input. Chairman Hinchliffe agreed and recommended that there be a section added to the resident newsletter to document the changes implemented based on their suggestions.

Commissioner Miller asked how the early childhood development program was going. Karen Crowell informed the Board that the after-school program we are funding is moving forward under Dr. Ricks but that Dr. Lynn Clark, the Director of the Children's Coalition, had announced her retirement. Chairman Hinchliffe asked if there was any accountability built into the structure of the program. Ms. Crowell commented that they would be getting updates. She added that Mr. Smart was working on starting another program for young people in our communities.

Mr. Smart reminded the Board that Jim Rountree had served as attorney for MHA and the Board for years and was now about to retire. Dr. Bonner confirmed that Mr. Rountree had worked with the housing authority for over 30 years. Mr. Smart stated that he would like to get a proclamation or plaque made in his honor to be presented at the next meeting. Several people expressed their agreement.

There being no further business, Chairman Hinchliffe made a motion to adjourn the meeting. Commissioner Gix seconded the motion, and it carried unanimously. The meeting was adjourned.

HAL H. HINCHLIFFE, CHAIRMAN

WILLIAM V. SMART, SECRETARY

CERTIFICATE

William V. Smart, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, do hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Thursday, October 10, 2019, is a true and correct copy of the original minutes of said meeting on file and of record insofar as said attached extract, and I do further certify that each such resolution appearing in said attached extract is a true and correct copy of same resolution adopted at said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 10th day of October, 2019.

WILLIAM V. SMART, SECRETARY

(SEAL)